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**IMMEDIATE
ATTENTION**

EB/CAM/89/53

July 20, 1989

To: Members of the Committee on
Executive Board Administrative Matters

From: The Committee Secretary

Subject: Promotion of Secretarial Assistant

The attached memorandum from the Committee Chairman deals with a recommendation from an Executive Director for the promotion of a second secretarial assistant to Grade A07.

In the absence of a request to the Committee Secretary by noon on Monday, July 24, 1989 that this matter be considered in Committee, the recommendation will be deemed approved and the promotion will be processed accordingly.

Att: (1)

Other Distribution:
Members of the Executive Board



Office Memorandum

To: Members of the Committee on
Executive Board Administrative Matters

July 19, 1989

From: Mwakani Samba, Chairman

Subject: Promotion of Secretarial Assistant

The attached is a request from an Executive Director for the promotion of a second secretarial assistant to Grade A7 in accordance with Section 2(d) of EBAP/87/137, 6/15/87 as amended by EBAP/88/32, 2/8/88. In this request, the Committee is being asked for its agreement that a prior period of Fund service be counted toward the requirements of 5 years in Grade A6 and 15 years of Fund service and agreement on comparability of outside service. The outside service appears to be a straight-forward case of comparability. I understand there are precedents for giving consideration to prior Fund service in meeting the criteria for promotion and in dealing with such matters on a lapse-of-time basis. Accordingly, I believe that the Committee may concur in this recommendation without the need for meeting.

Attachment



Office Memorandum

July 19, 1989

To: Mr. Mwakani, Chairman, Committee on
Executive Board Administrative Matters

From: E.A. Evans

Subject: Promotion of Secretarial Assistant

I wish to recommend the promotion of my secretarial assistant, Mrs. Karen H. Flood, with effect from July 24, 1989, under the provision for the promotion of a second secretarial assistant from Grade A6 to Grade A7 as set forth in Section 2(d) of EBAP/87/137 (6/15/87) and amended by EBAP/88/32 (2/8/88). For promotion under Section 2(d), a secretarial assistant must have been in Grade A6 for a minimum of five years and have had 15 years of service in the Fund or in comparable institutions, with outside service reviewed for comparability by the Committee on Executive Board Administrative Matters.

Mrs. Flood rejoined this office as a secretarial assistant in March 1987 having previously served with the Fund for 9 years (January 1974 through December 1982). She therefore has had a combined total of 11 years and 5 months of Fund service of which more than 10 1/2 years were as a secretarial assistant at the equivalent of at least Grade A6. Other outside experience as a secretary included over six years with the Embassy of New Zealand in Washington. With her prior Fund service and her outside service, Mrs. Flood would meet the requirements for promotion to A7.

I would appreciate the concurrence of the Committee that Mrs. Flood's outside service would qualify as being comparable to Fund service and that her prior Fund service be applied in meeting the criteria for promotion. I understand that there are precedents for consideration of prior service.